

City of Burlington



Façade Improvement Grant Program Downtown Burlington Historic District

City of Burlington
Downtown Historic District
Façade Improvement Grant

The City of Burlington Historical Preservation Commission (HPC) is responsible for administering a “Façade Improvement Grant Program”, intended to stimulate improvements to the exterior of downtown commercial buildings.

The funding for this program is provided through the tax increment district #3 and all activities relating to the funding of façade projects will be reported to the City of Burlington Community Development Authority (CDA).

Purpose of Grant Program

The Façade Improvement Grant Program was funded to stimulate building improvements while being mindful of the historical significance and uniqueness of the downtown structures.

Who is Eligible

Owners and/or tenants of existing buildings within the Burlington Downtown Historic District (map attached). Tenant applicants are required to submit written evidence of building owner approval with the application.

Eligible Uses

The Façade Grant Program can be used to fund the exterior front, rear and side facades of existing commercial buildings within the district (see attached map). Other eligible uses may be the following:

- | | |
|-----------------|---|
| ➤ Painting | ➤ Masonry Work |
| ➤ Cleaning | ➤ Architectural Assistance |
| ➤ Awnings | ➤ Lighting |
| ➤ Materials | ➤ Signage |
| ➤ Labor | ➤ Roofs with decorative elements will be considered |
| ➤ Entrances | |
| ➤ Window Repair | |

Ineligible Uses

Ineligible improvements include, but are not limited to the following:

- Interior work
- Inappropriate cleaning methods

Maximum Grant Amount

The maximum grant amount will be 50% of the total eligible façade improvement project, but with a maximum of a \$5,000 Façade Grant. No more than \$250 of matching funds of the \$5,000 grant may be used for exterior signage. Signage grants not to exceed 50% of the cost of the sign not including awning.

Abutting properties will be considered for individual façade grants based upon each property being architecturally distinctive, as determined by the HPC.

Application Deadline

Applications will be accepted throughout the grant period. However, since limited grant monies are allocated per year and awards are offered on a first-come-first-award basis, time is of the essence to complete your grant and Certificate of Appropriateness applications. Completed application packages must be delivered to the City Hall office at 300 North Pine Street, Burlington, no later than 15 business days prior to the HPC Meeting.

Process

- 1) The Façade Improvement Grant and Certification of Appropriateness Applications are available at City Hall.
- 2) Review the attached Ordinance regarding HPO District and signage (attachment).
- 3) It is recommended that the applicant research the history of the building, perhaps by visiting the Burlington Historical Society Museum at 232 North Perkins Blvd. This research will provide a better understanding of the past uses and architectural features of the building.
- 4) Although it is not a requirement, it is recommended that you consult with an architect regarding any structural or major façade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the alterations (except painting) **must be submitted** with your Application for the Certification of Appropriateness document.
- 5) Your next step should include a meeting with the local building inspector to discuss your proposed project and any site plans developed. Any questions regarding the ordinance and related matters may be discussed with the inspector or other appropriate City Staff.
- 6) Completed Applications for Certificate of Appropriateness and façade improvement grant applications (required attachments are outlined within the attachment) **must be returned to the Building Inspection Department at City Hall for review 15 business days prior to the HPC meeting.** All applications will be time and date stamped to ensure efficient receipt and ranking of grant distribution process.
- 7) The HPC meets every 4th Thursday of the month at 6:30 p.m. within the City Council Chambers located at 224 East Jefferson Street, Burlington. Applicants are encouraged to attend and present materials as deemed necessary. The HPC will review the application and ensure compliance with the requirements of the HPC zoning ordinance.
- 8) If the application is not approved, the HPC will provide information to the applicant regarding the appeal process.
- 9) Upon approval of the Grant and Certificate of Appropriateness applications, grant dollars will be awarded to the applicant for reimbursement purposes.
- 10) Grant monies will be distributed to the applicant upon completion of the following activities:
 - A. The Building Inspector will monitor the progress of the project.
 - B. ANY AND ALL CHANGES, NOT PRIOR APPROVED, FROM THE ORIGINAL APPLICATION MUST BE APPROVED BY THE HPC.** Approved changes in work specifications must be attached to the original dated application. **ANY UNAPPROVED DEVIATIONS FROM THE ORIGINAL WORK SPECIFIED IN THE APPLICATION WILL DISQUALIFY THE APPLICANT.**
 - C. The applicant and Building Inspector will conduct a final inspection and the Building Inspector will provide a "Certificate of Approval".
 - D. The invoices and receipts will be reviewed to ensure compliance with original application. A final approval and funding award will be provided by the HPC.

All exterior improvements will be reviewed by the HPC with a resulting positive or negative recommendation to the Plan Commission. Decisions must comply with the approved Historic Preservation Overlay District zoning ordinance. **APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.**

Grant Policy

The HPC will not use race, sex, age or religion as grounds for refusing a grant to an eligible applicant.

Grant recipients will agree to place a Historic Preservation sign at the construction site, during the time of improvements and in their storefront window for 30 days after the completion of the project.

City of Burlington
Façade Improvement Grant Program
Application Form

Office Use Only
Date Received _____
Time Received _____
Application Number _____

Applicant Name: _____

Contact Name: _____

Name of Tenant: _____

Name of Business: _____

Telephone Number: _____ Facsimile Number: _____

E-Mail Address: _____

Project Address: _____, Burlington, WI

Mailing Address: _____

Does the applicant own the project building? ____ Yes ____ No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

Will you be using the services of an architect or engineer? ____ Yes ____ No

If yes, list your architect or engineer of preference: _____

Estimated Project Cost: _____

Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.

Proposed start date: _____

Proposed completion date: _____

What is (are) the existing use(s) of the building? _____

Will this project proposal cause a change in the building's use? _____

If so, please explain. _____

Do you intend to apply for the Historic Preservation Tax Credit on this project? __ Yes __ No

As a part of this application, if your project includes any improvement with the exception of only signage, you must complete the attached "Application for the Certificate of Appropriateness".

Signature of Applicant

Signature of Property Owner

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

Application for the Certificate of Appropriateness

Per section § 315-42 of the HPO Historic Preservation Overlay District zoning ordinance, the following application must be completed when alterations in the architectural appearance of any structure within the HPO district is proposed.

Please provide the following:

1. Architectural plans, elevations, photographs, color samples and/or perspective drawings and sketches illustrating the design and character of all proposed alterations (except painting, see below) must be submitted. Said elevations and drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air-conditioning equipment. These drawings are to be completed to a recognized architectural scale with the name of the project noted. Building plans shall be submitted with all detail drawn on each elevation. Plans drawn with partial building details indicated will be returned to the Applicant for redrafting.

For alterations consisting of painting only, color samples and photographs shall be submitted indicating the areas to be painted.

2. Applicant Name: _____
3. Contact Name: _____
4. Name of Tenant: _____
5. Name of Business: _____
6. What is (are) the existing use(s) of the building?: _____
7. Telephone Number: _____ Facsimile Number: _____
8. E-Mail Address: _____
9. Project Address: _____, Burlington, WI
10. Mailing Address: _____
11. Does the applicant own the project building? _____ Yes _____ No
12. If no, please list owner's name and address: _____
13. Architect or engineer's name and address: _____

14. Date of submittal of plans: _____
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: _____
17. Height of building: _____
18. Exterior material samples to be provided: _____

NOTE: Please supply material samples of all exterior alterations for the HPC meeting.

19. Proposed Start Date: _____

20. Proposed Completion Date: _____

21. Additional information may be requested to include, but not limited to, the following:

- A. Photographs from the site adjacent neighboring structures and/or property;
- B. Detailed drawings of decorative elements of the buildings and/or structure(s);
- C. Sectional building or site drawings drawn to recognized engineering or architectural scale.

NOTE: Please provide any and all information that will illustrate to the Commission the effect of the proposed change.

Signature of Applicant

Signature of Property Owner

- ☐ Please reserve my position for Façade grant money in the event additional funding is made available in the future. I understand I would be required to complete a Façade Grant Application within 10 business days of notification of fund availability or I would lose my reserved position.